



**San Gabriel/Pomona
Regional Center**

**NOTICE OF REQUESTS FOR QUALIFICATIONS (RFQ):
TRAINING SERIES FOR SDP PARTICIPANTS**

Summary of Project

San Gabriel/Pomona Regional Center is soliciting a qualified presenter for the following, contracted service:

Service Type: One (1) Specialized Training Series– Determination Participants

Posting Date: July 10, 2025

Deadline: August 15, 2025

Location: San Gabriel/Pomona Regional Center (SG/PRC)

Development Timeline: The trainer/presenter should be ready to start the training series as early as September 1, 2025

TRAINING SERIES DESCRIPTION

The Self-Determination Program (SDP) is a voluntary regional center program that provides participants with an individual budget, which they use to purchase the services/activities/items and the care/support they need to carry out and achieve their person-centered plan (PCP) and Individual Program Plan (IPP). SDP participants and families may purchase services from traditional providers or local businesses, hire support workers directly, or negotiate unique arrangements with groups and individuals in their communities. This type of program allows people with disabilities to be in charge of their own lives, not the professionals or systems that support them.

In accordance with Welfare and Institutions Code (WIC) Section 4685.8(f), funds have been allocated to regional centers for the Self-Determination Program (SDP) for Fiscal Year 2024-25, through the A-1 contract amendment allocation on September 6, 2024.

WIC Section 4685.8(f) specifies these funds shall be used to maximize the ability of SDP participants to direct their own lives and enable the Department and regional centers to successfully implement the program. The statute further requires the use of the funds to meet the needs of participants, increase service access and equity, and reduce disparities, and to implement the program, including costs associated with:

- Employer readiness training/workshops to provide education for participants who are interested in using the co-employer and sole employer models.

The training series will be geared towards SDP participants, family members and providers, with a focus on employer readiness. Training/workshops should focus on providing participants with education and resources to help inform the roles and responsibilities as an employer for participants who are interested in using the co-employer or sole employer model. Costs could include, but are not limited to, development and/or provision of training, translation/interpreters, and costs related to the provision of training.

Deadline of Submission: The deadline for submission closes **August 15, 2025**.

This RFQ does not commit SG/PRC to procure or contract for services or supports. SG/PRC may elect to award all, part, or none of the projects, depending on the qualifications received.

APPLICANT QUALIFICATIONS

The following qualifications will be sought in a potential trainer and will be assessed by evaluating an applicant's qualifications, experience, and training series outline.

Qualifications and Requirements Sought in a Provider

Applicants must possess education or certification in one of the following:

- Employment Law Attorney
 - Bachelor's degree in business administration or human resources with 2 years of experience in employment/labor laws.
 - Experience in the field of labor law relations
 - Employment law training
- and**
- Ability to effectively present complex legal information in a clear, useful and engaging manner, using layman terms to a diverse audience.
 - Provide the training according to the various learning styles; visual learners, hands on learners, etc.
 - Provide handouts and templates for participants to use beyond the training
 - List of resources including websites, online videos, and agencies they can reach out to for assistance
 - Applicant must be an established business with an active business license
 - Willing to become a vendor of SG/PRC and complete a vendor packet
 - A proven history of positive working relationships with the community and applicable government agencies. If applicant is a current vendor, applicant must be in good standing (background check?) with the regional center and licensing agency.
 - A proven history in the area of project development, including the ability to complete projects, meet project timelines and manage a project of this size and scope.

Both not-for-profit and proprietary organizations are eligible to apply. Employees of regional centers are not eligible to apply. Applicants must disclose any potential conflicts of interest per Title 17, Section 54500. Applicants, including members of the governing boards, must be in good standing in regard to all services vendored with any regional center. The successful applicant will work with SG/PRC to develop and negotiate a rate for this training series.

APPLICANT ELIGIBILITY & RESTRICTIONS

Eligibility

Any individual, partnership, corporation, association or private-for-profit or not-for-profit agency may submit a proposal.

- For partnership submissions, all partners should have full knowledge of the contents of the proposal submitted and must demonstrate commitment to the project during the entirety of the project.

Ineligibility

Under the following conditions, an individual or entity is ineligible to be regional center vendor, and therefore may not submit a proposal.

1. **Conflict-of-Interest:** Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained, including:
 - Regional center employees, board members, and their family members.

SELECTION PROCEDURES

All proposals received by the deadline will undergo a preliminary screening. Late incomplete applications will be not accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFQ.

RFQ selection will be determined by SG/PRC RFQ Selection Committee. The evaluation process will include individual committee member evaluation and rating for each submission, followed by committee discussion and ranking of submissions.

Proposals will be reviewed and evaluated for:

- Completeness and responsiveness of the proposal;
- Relevant experience and qualifications of the applicant.

Proposals may be eliminated from further consideration should the individual or partnership fail to meet the qualifications and requirements.

In addition to evaluating the merit of the proposal, applicants will be evaluated and selected based on previous performance, including previous projects or trainings they have done in the area being requested.

After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References may be contacted for all finalists.

The final selection of the RFQ Selection Committee is not subject to appeal. All applicants will receive written notification of SG/PRC's decision regarding their proposal and an announcement of the applicant awarded the project will be posted on the Center's web site: www.sgprc.org. All applicants will receive notification of SG/PRC's decision regarding their proposal.

Additional information may be required from the selected applicant prior to the awarding of the project. Should this arise, SG/PRC will contact the applicant.

SG/PRC reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, SG/PRC may elect to issue a new RFQ to attempt to expand the pool of potential respondents.

Scope of Work

The purpose of the training series is to equip SDP participants and families with employer readiness training/workshops for participants who are interested in using the co-employer (where a Financial Management Services (FMS) provider handles some employer responsibilities) and sole employer models (where they directly hire and manage workers).

Phase 1: Pre-Training Preparation

- Develop and customize training materials, such as presentations, handouts, exercises, and other resources based on the agreed-upon curriculum.
- Coordinate with Service Access Equity personnel to schedule training sessions and ensure all logistical arrangements are made (e.g., venue, technology, participant registration).
- Provide a pre-training brief or outline to the organization, outlining key training goals, objectives, and any pre-session preparation required for participants.

Phase 2: Training Delivery

- Deliver high-quality, engaging, and interactive training sessions to the designated participants.
- Provide clear explanations and real-world examples to facilitate participant understanding.
- Use various teaching methods to the training presentations, i.e. group discussions, role-playing, case studies, and hands-on exercises.
- Monitor participant engagement, encourage questions, and provide on-the-spot clarification.
- Adjust the pace and content of the session based on the participants' understanding and feedback.

Phase 3: Post-Training Activities

- Evaluate participants' understanding through assessments, quizzes, surveys, or feedback forms.
- Provide a summary or report of the training session, including an analysis of participant performance, feedback, and recommendations for improvement.
- Offer post-training support (e.g., follow-up consultations, additional resources, or Q&A) to reinforce learning and address any questions that arise after the session.
- Provide any final training documentation, including slides, worksheets, or access to recorded sessions, as applicable.

Phase 4: Ongoing Support

- Be available for a specified period (e.g., 1 month, 3 months) to offer guidance, answer questions, or deliver additional training or refreshers as needed.
- Offer personalized support to individual participants or teams to address specific challenges or knowledge gaps.

ADDITIONAL CONSIDERATIONS:

SG/PRC reserves the right to record the training series and will consider training formats that allow the regional center to use for future SDP participants, i.e. an electronic written training manual with capability of audio listening, training videos, an online training course with capability of audio listening, etc. for future SDP participants.

Proposal Requirements

All proposals must include the following:

1. Company Profile: Overview of your company, including history, areas of expertise, and key personnel.
2. Project Approach: A detailed plan outlining how the trainer will approach the project, including methods, strategies, and processes to be used.
3. Timeline: A clear timeline with milestones and deadlines for each phase of the project.
4. Cost Breakdown: A detailed cost proposal, including relevant expenses.
5. References: Provide at least two references with similar projects to verify experience and expertise.
6. Risk Management: Identification of potential risks and how the vendor plans to mitigate them.
7. Compliance and Certifications: Any certifications, licenses, or regulatory requirements relevant to the project.
8. Deliverables: A list of tangible deliverables expected from the vendor during and after the completion of the project.

Formatting Requirements

Applicants must adhere to the following formatting requirements when submitting proposals:

- All submissions may either be submitted on white, standard size (8 ½" x 11") paper, single-sided only, in hard-copy to the Service Access and Equity Department at SG/PRC. Submissions may also be submitted in PDF electronic version to: Service_Access_Equity@sgprc.org. An email acknowledgement of each submission received will be sent to the applicant.
- Attachments/Forms must be typed. Include additional pages as needed. All proposals must be complete, typed, collated, and page numbered.
- Proposal must be type written in 12-point Times New Roman or Arial font.
- The "Proposal Coversheet", with company must be the first page of the proposal.
- The proposal must include a Table of Contents.
- As applicable, include appendices for documents, such as resumes, certificates, curricula, schedules, letters of recommendation, letters of support from agencies, consultants expected to provide program services, etc.
- Fax copies will NOT be accepted.
- Submissions will NOT be returned.

INQUIRIES/REQUEST FOR ASSISTANCE

Additional inquiries regarding the application or requesting technical assistance should be directed to:

San Gabriel/Pomona Regional Center
Attn: Josie Martinez
75 Rancho Camino Dr.
Pomona, CA 91766
(909) 710-8817
jmartinez@sgprc.org

Technical assistance is limited to information on the requirements for preparation of the application packet.

ATTACHMENT A

APPLICANT/AGENCY INFORMATION - PROPOSAL COVER SHEET

PLEASE PLACE A COPY OF THIS ATTACHMENT ON THE TOP OF THE ORIGINAL AND EACH OF THE ADDITIONAL TWO (2) COPIES.

ACKNOWLEDGEMNT OF RFQ:

☐ 1 TRAINING SERIES (SELF DETERMINATION PARTICIPANTS)

NAME OF INDIVIDUAL OR ORGANIZATION SUBMITTING PROPOSAL (Please print)

CONTACT PERSON FOR PROJECT / JOB TITLE (Please print)

(_____) (_____) _____
TELEPHONE NUMBER / FAX NUMBER / E-mail address

NAME OF PARENT CORPORATION (IF APPLICABLE) (Please print)

ADDRESS (Please print)

AUTHOR OF PROPOSAL, IF DIFFERENT FROM INDIVIDUAL SUBMITTING PROPOSAL
Knowingly and willfully failing to fully and accurately disclose the information
requested may result in rejection of proposal.

A. List up to four current or previous services implemented by the applicant/agency that provide evidence of experience related to your proposal. Include the service name, the dates that services started (and ended if not currently being provided) and a short description of the type/purpose of the indicated service:

1.	
2.	
3.	
4.	

RFQ

ATTACHMENT A (Continued)

B. List two references that can be contacted in regards to applicant's experience, qualifications and ability to implement this proposal:

1.

Name & Title	Agency Affiliation
Address	Phone
2.

Name & Title	Agency Affiliation
Address	Phone

By signing, you hereby certify and swear under penalty of perjury that (a) you have knowledge concerning the information above, and (b) the information above is true and accurate. You agree to inform the Regional Center, in writing, within 30 days of any changes or if additional information becomes available.

SIGNATURE OF PERSON AUTHORIZED TO BIND
ORGANIZATION

DATE